



BOARD ADOPTED POLICIES

POLICY NUMBER: 1.00.120

EFFECTIVE DATE: 8/1/03

TITLE: Administrative Committee Charter

SUPERSEDES: WSIB Policy 2.00.300,
3/17/93

BOARD ADOPTION: 8/1/03

APPROVED: *Joseph A. Dear*

INTRODUCTION

- 1) The Board has established an Administrative Committee to assist the Board in overseeing the governance, operational, financial, legal, and human resource functions of the WSIB.

DUTIES AND RESPONSIBILITIES

Governance

- 2) The Administrative Committee will:
 - a) Recommend to the Board charters for committees of the Board, the Board Chair, Vice-Chair, committee chairs, the Executive Director, and the Board itself;
 - b) Recommend to the Board modifications to the board committee structure;
 - c) Recommend to the Board policies to ensure appropriate governance practices on the part of the Board, including a conflict of interest policy;
 - d) Coordinate the board self-evaluation process.

Operations, Finance and Legal

- 3) The Administrative Committee will provide the Board with recommendations on the following matters:
 - a) Strategic/business plans;
 - b) Operating budget;
 - c) Organizational structure;
 - d) Settlements or other legal actions involving the WSIB; and
 - e) Suitability of office location.

Human Resources

- 4) The Administrative Committee will:
 - a) Recommend a human resources policy for the WSIB addressing at a minimum:
 - i) General principles that will guide the management of the WSIB's human resources;

- ii) The compensation philosophy and guidelines of the WSIB, including compensation goals and objectives, relevant comparison groups and target compensation levels.
- b) Recommend the appointment and compensation of the Executive Director.
- c) Coordinate the process for evaluating the performance of the Executive Director and establishing his or her compensation.

Appointment of Service Providers

- 5) The Administrative Committee will recommend to the Board the appointment of any human resource consultants hired to address matters involving the Executive Director and administrative matters.

Monitoring and Reporting

- 6) The Administrative Committee will assist the Board with its oversight responsibilities by:
 - a) Monitoring implementation of the strategic and/or business plans;
 - b) Monitoring compliance with the operating budget;
 - c) Monitoring compliance with, and the continued appropriateness of, the Board's governance and human resource policies; and
 - d) Monitoring litigation matters involving the WSIB.
- 7) The Administrative Committee will perform any other duties that may be assigned to it by the Board.
- 8) The Administrative Committee will report regularly to the Board on its activities.

Charter Review

- 9) The Board shall review this Charter at least once every three (3) years to ensure that it remains relevant and appropriate.



BOARD ADOPTED POLICIES

POLICY NUMBER: 2.01.050

EFFECTIVE DATE: 10/16/03

TITLE: Cost-of-Living Increases

SUPERSEDES: SIB Policy 2.00.500
Effective 1/1/92
Board Adoption 2/18/92

BOARD ADOPTION: 2/18/92

APPROVED: *Ingh A. Dan*

PURPOSE:

This policy provides for automatic cost-of-living salary increases for the Executive Director and the Executive Secretary.

POLICY:

All cost-of-living salary increase awarded to state employees through the budget process and designated by Legislative action will be applied to the salary of the Executive Director and the Executive Secretary.

This policy is to take effect as of January 1, 1992, and continue into the future until such time as the Board takes action to amend it.

Original Policy Adopted 8/8/83

Revised 2/18/92

Revised 10/16/03